

CSC Adopted: October 2001 CSC Revised: _____**Class Title: Horticulturist****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Plans and oversees the procurement, propagation, installation and cultivation of tree seedlings and various other plants. Performs administrative duties. Directs and schedules seasonal and daily tasks of nursery crews, maintenance activities and volunteers. Designs, installs and maintains extensive agricultural irrigation systems. Coordinates projects with agencies, garden clubs, gardeners and citizens. Manages landscape designs.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

| Physical Strength Code | | ESSENTIAL FUNCTIONS |
|-------------------------------|----|---|
| 1 | VH | Plans and oversees the procurement, propagation, installation and cultivation of tree seedlings and other plants by investigating sites, working with contractors on construction projects, reviewing blueprints, meeting with project managers, overseeing construction sites, ordering plants and coordinating planting, designing and operating irrigation equipment, allocating resources to maintain landscape projects, trimming, pruning and applying pesticide. |
| 2 | M | Performs administrative duties by maintaining a computer inventory of nursery plants, recording and tracking maintenance activities and costs of production, compiling program budget information, assisting with the budget preparation, monitoring expenditures, preparing reports and composing correspondence. |
| 3 | H | Directs and schedules seasonal and daily tasks of nursery crews, maintenance activities, volunteers, and community service workers by developing work plans and schedules, meeting with employees, monitoring and evaluating work, developing mission and vision statements and short and long-term plans, establishing goals and objectives, training citizens and professional horticulturists, conducting performance reviews and maintaining inventory; oversees the work of private consultants. |
| 4 | S | Designs, installs and maintains extensive agricultural irrigation systems by monitoring water quality and quantity used and preparing and submitting various reports to local and state environmental agencies. |
| 5 | S | Coordinates projects with agencies, garden clubs, gardeners and citizens by giving lectures and tours, providing horticulture advice and educating volunteers, citizens and staff. |

CSC Adopted: October 2001 CSC Revised: _____**CLASS REQUIREMENTS:**

| CLASS REQUIREMENTS | |
|--|---|
| Formal Education / Knowledge | Work requires broad knowledge in a nursery management and operations, horticulture, soils management, agriculture, computer applications, and equipment/facility maintenance. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent. |
| Experience | Four years experience in nursery management and operations of horticulture and three years experience as a supervisor. |
| Certifications and Other Requirements | Valid Driver's License, Commercial Pesticide Applicator Certificate, Certified Virginia Nurseryman |
| Reading | Work requires the ability to read technical manuals and bulletins, legal documents, departmental policies and regulations, surveys, maps, chemical labels, various reports, information requests and general correspondence. |
| Math | Work requires the ability to perform algebra, geometry and general math calculations such as addition, subtraction, multiplication, division, and statistical analysis. |
| Writing | Work requires the ability to write various reports, contracts, newsletter articles, memoranda and general correspondence. |
| Managerial | Managerial responsibilities include creating long range plans for ordering, maintenance and growth of nursery inventory, managing the parkway operation, overseeing volunteer activities, providing technical employee training, conducting research for budgetary development, monitoring and spending the allotted budget. |
| Budget Responsibility | Researches documents, compiles data for computer entry, and/or enters or oversees data entry and has responsibility for monitoring budget expenditures (typically non-discretionary expenditures) for a work unit of less than bureau size. |
| Supervisory / Organizational Control | Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed. |
| Complexity | Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents. |
| Interpersonal / Human Relations Skills | Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, vendors and sales representatives. |

CSC Adopted: **October 2001** CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

| Sedentary | Light | Medium | Heavy | Very Heavy X |
|---|---|---|--|---|
| S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time | L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly. | VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
| C = Continuously 2/3 or more of the time. | F = Frequently From 1/3 to 2/3 of the time. | O = Occasionally Up to 1/3 of the time. | R = Rarely Less than 1 hour per week. | N = Never Never occurs. |
|--|--|--|--|----------------------------|

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

| PHYSICAL DEMANDS | FREQUENCY CODE | DESCRIPTION |
|------------------|----------------|--|
| Standing | F | Observing work crews, investigating tree sites, pruning |
| Sitting | F | Computer, desk work, meetings, driving vehicles and equipment |
| Walking | F | Site evaluations, fertilizing, investigating tree sites |
| Lifting | O | Fertilizer bags, small equipment, plant material, tools |
| Carrying | O | Fertilizer bags, small equipment, plant material, tools |
| Pushing/Pulling | R | Tree harvest |
| Reaching | R | Equipment repair |
| Handling | F | Mixing insecticides |
| Fine Dexterity | F | Operating attachments on skid steer, computer keyboard, writing, sketching, telephone keypad |
| Kneeling | O | Planting harvest, weeding |
| Crouching | O | Planting, weeding |
| Crawling | N | |
| Bending | O | Planting, weeding, connecting equipment |
| Twisting | F | Planting, weeding, harvesting |
| Climbing | O | Stairs |
| Balancing | O | Ladders, stairs |
| Vision | C | Off-site locations, see and diagnose plant health, computer, desk work, designing, writing, reading, sketching, observing, use of equipment, driving |
| Hearing | C | Telephone, co-workers, staff, supervisor, consultants, vendors, contractors, meetings, presentations, training, instructions |
| Talking | F | Telephone, co-workers, staff, supervisor, consultants, vendors, contractors, meetings, presentations, training, instructions |
| Foot Controls | F | Driving, operating power equipment |
| Other (specify) | N | |

CSC Adopted: **October 2001** CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Tractors, pick up truck, backhoe trencher, tree spade, dump truck, spray equipment, vehicle, calculator, telephone, radio, computer, standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

| | | | | |
|-----------|-------------------------------|--------------------------------|----------------|-----------|
| D = Daily | W = Several Times Per Week | M = Several Times Per Month | S = Seasonally | N = Never |
|-----------|-------------------------------|--------------------------------|----------------|-----------|

| HEALTH AND SAFETY | | ENVIRONMENTAL FACTORS | | PRIMARY WORK LOCATION | |
|--------------------------|---|---------------------------|---|-----------------------|----|
| Mechanical Hazards | D | Dirt and Dust | D | Office Environment | X |
| Chemical Hazards | M | Extreme Temperatures | W | Warehouse | -- |
| Electrical Hazards | M | Noise and Vibration | W | Shop | -- |
| Fire Hazards | N | Fumes and Odors | M | Vehicle | X |
| Explosives | N | Wetness/Humidity | M | Outdoors | X |
| Communicable Diseases | S | Darkness or Poor Lighting | N | Other (see 2 below) | -- |
| Physical Danger or Abuse | N | | | | |
| Other (see 1 below) | N | | | | |

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Respirator, chemical spray suit, ear and eye protection, steel toe shoes, and rubber boots, gloves, aprons, insect repellents

NON-PHYSICAL DEMANDS:

| | | | | |
|--|--|--|--|----------------------------|
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|--|--|--|--|----------------------------|

| NON-PHYSICAL DEMANDS | |
|---|---|
| Time Pressures | F |
| Emergency Situations | O |
| Frequent Change of Tasks | F |
| Irregular Work Schedule/Overtime | O |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | F |
| Tedious or Exacting Work | O |
| Noisy/Distracting Environment | O |
| Other (see 3 below) | N |

(3)